

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS FOR BUSINESS EDUCATION
VOCATIONAL TEACHING CERTIFICATE**

COMPUTER PROGRAMMING/ NETWORK ADMINISTRATION - SECONDARY

I. INITIAL TWO (2)-YEAR VOCATIONAL CERTIFICATE:

A. OPTION I:

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Baccalaureate degree in business education or have met business education certification requirements; and
3. One thousand (1,000) hours of directly related occupational non-teaching experience; or

B. OPTION II:

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Baccalaureate or associate degree in a business-related major or minor;
3. Evidence of successful completion of the Missouri New Teacher Institute (NTI);
4. One thousand (1,000) hours of directly related occupational non-teaching experience; or

C. OPTION III:

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Six thousand (6,000) hours of directly related occupational (non-teaching) experience within the past ten (10) years; and
3. Evidence of successful completion of the Missouri New Teacher Institute (NTI).

II. RENEWAL FOR A TWO (2)-YEAR VOCATIONAL CERTIFICATE:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant; and
- B. Show evidence of progress toward the completion of the professional education hours and/or occupational work hours required for a five (5)-year certificate. This certificate can be reissued two (2) times for a maximum of six (6) years.

III. INITIAL FIVE (5)-YEAR VOCATIONAL CERTIFICATE:

A. OPTION I:

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Baccalaureate degree in business education or have met business education certification requirements;
3. Four thousand (4,000) hours of directly related occupational (non-teaching) experience or a master's degree and two thousand (2,000) hours; and
4. Evidence of successful completion of three (3) semester hours of the course, "Implementing Vocational Business Education Programs"; or

B. OPTION II:

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;

2. Baccalaureate or associate degree in a business-related major or minor;
3. Four thousand (4,000) hours of directly related occupational (non-teaching) experience or a master's degree and two thousand (2,000) hours;
4. Evidence of successful completion of the Missouri New Teacher Institute (NTI); and
5. Evidence of successful completion of eight (8) semester hours of approved professional education courses which must include the following:
 - a. Methods of Teaching Business Education;
 - b. Curriculum Development for Business Education; and
 - c. Implementing Vocational Business Education Programs; or

C. OPTION III:

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Three (3) years, six thousand (6,000) hours of directly related occupational (non-teaching) experience within the past ten (10) years;
3. Evidence of successful completion of the Missouri New Teacher Institute (NTI); and
4. Evidence of successful completion of eight (8) semester hours of approved professional education courses which must include the following:
 - a. Methods of Teaching Business Education;
 - b. Curriculum Development for Business Education; and
 - c. Implementing Vocational Business Education Programs.

IV. RENEWAL FOR A FIVE (5)-YEAR VOCATIONAL CERTIFICATE:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Attend three (3) vocational business education conferences during the five (5)-year period. Attendance records are kept on file in the state office.